



# St. Thomas College of Arts and Science

Affiliated to the University of Madras  
Accredited by NAAC with 'A+' Grade | An ISO 21001 : 2018 Certified Institution  
Koyambedu, Chennai - 600 107.



## APPLICATION FOR COMPENSATORY OFF(NON-TEACHING)

<b>Name</b>	
<b>Employee ID</b>	
<b>Designation</b>	
<b>Date(s) of leave applied for</b>	
<b>Whether alternative arrangements of work has been made or not</b>	<b>(Yes / No)</b>
<b>Details of the work based on which the compensatory off is claimed</b>	
<b>(a) Specify the work carried out (Reason for CO has to be mentioned for extra days other than the granted 7 days)</b>	
<b>(b) Date and duration of work</b>	

**Signature of the Applicant**

**Authorised Head**

**Principal**

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